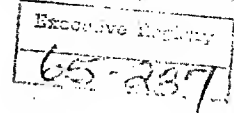


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12 January 1965

MEMORANDUM FOR:
VIA:
SUBJECT:

Executive Director
Administrative Officer, DCI
Christmas Decorations

1. The Fine Arts Commission has observed for the second year the decorations which the Agency has had for the Christmas season on the first floor and entryways, and this year in the courtyard. The courtyard display this year we feel was inadequate; furthermore, we understand that some difficulties arose, particularly in connection with the feelings of the GSA employees, which resulted in their putting up their own greeting card.

2. In the interest of economy, as well as presentation, the FAC believes that a new approach to this problem is necessary. What is done directly affects the appearance of the Building, which is a major concern of the FAC. On the other hand, the FAC is not a line organization and is not in a position to undertake to design the decorations itself.

3. Accordingly, it recommends the following procedure to apply to Christmas decorations for 1965:

- a. The Executive Director, in consultation with the Deputy Director for Support, designate an individual (or alternately, a committee of individuals not to exceed three in number and possibly drawn from the Visual Aids units of the Agency) to present a design or alternate designs for Christmas decorations for the entryways, the first floor areas, and the quadrangle to the FAC for consideration by 1 October 1965.

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b. The FAC to submit its recommendations to the Executive Director by 15 October 1965.

4. Action as outlined would permit adequate time for the development of imaginative plans in sufficient time so that if the designs were not acceptable to the FAC and/or the Executive Director, revisions could be accomplished and an orderly execution of the designs could proceed.



Chairman
Fine Arts Commission

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Chairman, FAC		3 FEB 1966		
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<p>Remarks: Col. White and I have reviewed your memorandum of 12 January concerning Christmas decorations for 1965. We feel that the FAC wants to over-formalize the problem & therefore are returning the memorandum to you. We think the best way to handle it is to appoint some qualified individual to chair an Agency-wide Christmas Decorations Committee & to have that person work closely with the FAC to insure that the decorations are in good taste and appropriate, but we do want to leave with the employees the business of doing the decorating & as much as possible using their own initiative and imagination.</p>					
<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div> <p style="text-align: center;">J. B. Kirkpatrick</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
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